



Department of ADMINISTRATIVE SERVICES Job Postings



DEPARTMENT OF CORRECTION JOB OPPORTUNITY CORRECTIONAL ENTERPRISES MARKETING MANAGER

REPOST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (Applicants who previously applied for the recruitment that closed April 13 need not reapply)

Location: Correctional Enterprises located at 24 Wolcott Hill Road, Wethersfield, CT

Job Posting No: 079963

Hours: First Shift, 40 Hour per Week

Salary: MP59 \$67,300 annually and \$2,578.55 bi-weekly

Closing Date: May 11, 2017

This is a competitive classification that **DOES NOT** require candidates to have applied for and passed the Correctional Enterprise Marketing Manager examination. **EXAMINATION IS NOT REQUIRED.**
Candidate MUST POSSESS the GENERAL EXPERIENCE to qualify.

Eligibility Requirement:

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities:

Considerable knowledge of the current principles and practices of marketing; considerable knowledge of the principles of industrial management; knowledge of the objectives of correctional enterprises; knowledge of the principles of customer services; knowledge of and ability to apply management principles and techniques; interpersonal skills; considerable oral and written communication skills.

General Experience:

Seven (7) years of experience in industrial production control, marketing, sales or customer service relations.

Special Experience:

One (1) year of the General Experience must have been in a supervisory capacity.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Preferred Skills and Experience:

Oversight of the development of websites and marketing materials for a sales/manufacturing organization. Experience in selling or marketing to state agencies, municipalities, and non-profit organizations. Certification in Microsoft Office software including Excel, PowerPoint, and Access. Experience in outside sales and estimating the ability to draw and convey dimensions, specifications, etc.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, last two performance evaluations, an Application for Employment [CT-HR-12](#) and [CT-HR-12A](#) to:

DEPARTMENT OF CORRECTION
ATTN: Erica Soto, HR Specialist
24 WOLCOTT HILL ROAD
WETHERSFIELD, CT 06109

(PREFERRED METHOD IS BY US MAIL)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

If you are requesting special accommodations under the provisions of the Americans with Disabilities Act (ADA) please contact Erica Soto at 860-692-7608